



## Chicago Federal Executive Board

230 S. Dearborn, Room 3816  
Chicago, Illinois 60604  
<http://www.chicago.feb.gov>

Chair: Jack G. Hetrick  
Executive Director: Jan Stinson



### In the Loop

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### FEB Mission

The Chicago FEB's work relates to three mission themes:

- Advance the Administration's Goals and Initiatives;
- Create and Advance Local Initiatives; and,
- Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach.

### Executive Committee

#### Chair

Jack G. Hetrick  
Department of Veterans Affairs

#### Vice Chair

Darlene A. Lorman  
Department of Labor

#### Secretary/Treasurer

Martin W. Baumgaertner  
Merit Systems Protection Board

Christopher Blum  
Federal Aviation Administration

Earl Flowers  
United States Postal Office

Robert Grant

### LETTER FROM THE NEW CHAIR Jack G. Hetrick



To all members of the Chicago Federal Executive Board (FEB), I would like to convey what a great personal honor it is for me to be elected as its Chair. During the past two years, I have been privileged to serve on the FEB's Executive Committee and work with truly outstanding executives of the Chicago Federal community. This experience has afforded me the opportunity to learn so much about agencies represented in the Chicago area and the great work they do in serving the public. Last year, I was honored to serve as the Chair of the 2004 Chicago Area Combined Federal Campaign and to see first hand the wonderful generosity of Federal employees in the Chicago area.

The FEB Executive Committee is active in its attempts to meet its mission (detailed at the left). To help meet those goals, the Executive Committee sponsors many committees and endeavors including: the [Local Federal Coordinating Committee](#) and the Combined Federal Campaign, Employee of the Year Awards Program, Procurement Roundtable and Annual Procurement Conference, Shared Neutral ADR mediation program, Emergency Preparedness and working to further the President's Management Agenda to name just a few. In early November, the FEB Executive Committee will meet to set the program agenda for FY 2006. I look forward to sharing those initiatives with each of you in our next newsletter.

The Chicago FEB is working hard to bring meaningful programs and learning opportunities to the entire Chicago Federal workforce. Full Board meetings are sponsored throughout the year on timely topics. This past year, many agencies took advantage of the unique arrangement developed with [SkillPath](#) to bring high quality educational sessions at a very affordable cost. This program has been so successful that it has been renewed for FY 2006.

I am personally looking forward to a very exciting tenure as Chair in 2006. The Executive Committee will continue to work hard to develop additional training opportunities and to sponsor meetings and seminars that will benefit the federal workforce. I thank each of you for your support.

Jack G. Hetrick, FACHE  
Hospital Director  
Edward Hines Jr. VA Hospital

Federal Bureau of Investigation

Colonel Gary Johnston  
Army Corps of Engineers

Anne Lombardi  
Department of Homeland Security

Janet Odeshoo  
Federal Emergency Management Agency

Captain Richard Postera  
Department of the Navy

John P. Rowe  
Equal Employment Opportunity Commission

Thomas Skinner  
Environmental Protection Agency

Henry Valiulis  
Railroad Retirement Board

Richard Witkowski  
Internal Revenue Service

## Ex-Officio Members

Kenneth P. Boehne  
Railroad Retirement Board

Joseph P. Galvan  
Dept. of Housing and Urban Development

James Handley  
General Services Administration

Ollice C. Holden  
Department of Agriculture

David E. Kuehl  
National Archives and Records Administration

James F. Martin  
Social Security Administration

Stanley D. Moore  
Bureau of the Census

Phyllis M. Stabbe  
Office of Personnel Management

## Useful Links

[Chicago FEB](#)  
[FEB Mission](#)  
[FEB History](#)  
[FEB Bylaws](#)  
[FEB 2004 Annual Report](#)  
[FEB Committees](#)  
[FEB Member Agencies](#)  
[Federal Agency Web Pages](#)  
[Skillpath](#)

## HIGHLIGHT: NATIONAL LABOR RELATIONS BOARD

The first of our featured FEB member agencies is the National Labor Relations Board (NLRB). The NLRB is an independent federal agency created by Congress in 1935 to administer the National Labor Relations Act (Act), the primary law governing relations between unions and employers in the private sector. The Act guarantees the right of employees to organize and to bargain collectively with their employers or to refrain from all such activity. The Act generally applies to all employers involved in interstate commerce - other than airlines, railroads, agriculture, and government. The Act implements the national labor policy of assuring free choice and encouraging collective bargaining as a means of maintaining industrial peace.

The NLRB has two principal functions: (1) to determine, through secret-ballot elections, the free democratic choice by employees whether they wish to be represented by a union in dealing with their employers and if so, by which union; and (2) to prevent and remedy unlawful acts, called unfair labor practices, by either employers or unions. The agency does not act on its own motion in either function. It processes only those charges of unfair labor practices and petitions for employee elections that are filed with it in one of its 51 Regional, Subregional, or Resident Offices.

The NLRB has two major, separate components. The Board itself has five Members and primarily acts as a quasi-judicial body in deciding cases on the basis of formal records in administrative proceedings. Board Members are appointed by the President to 5-year terms, with Senate consent, the term of one Member expiring each year. The General Counsel, appointed by the President to a 4-year term with Senate consent, is independent from the Board and is responsible for the investigation and prosecution of unfair labor practice cases and for the general supervision of the NLRB field offices in the processing of cases. Each Regional Office is headed by a Regional Director who is responsible for making the initial determination in cases arising within the geographical area served by the region.

The Director of the Chicago Regional Office is Roberto G. Chavarry. His office recently moved to a new location in the Rookery Building located at 209 South LaSalle. The Rookery Building was built between 1885 and 1888 by Burnham & Root. Between 1905 and 1907, the lobby was remodeled by Frank Lloyd Wright. On July 5, 1972, the building was designated as a Chicago Landmark. The eleven-story structure, one of the oldest



precursors of modern skyscrapers and a transitional structure in the evolution of modern architecture, was designed as an office building. The interior contains a light court and atrium. It takes its name from a temporary City Hall and water tank that stood on the site following the Fire of 1871. A favorite roost for pigeons, these structures were referred to as "the rookery."

The Chicago Regional Office typically processes about 100 unfair labor practice charges per month, and about 20 representation case petitions. It has a total staff of approximately 65 employees, with its professional staff made up almost equally of attorneys and investigators. The office, one of the larger regional offices in the country, investigates and prosecutes many high profile unfair labor practice cases and representation matters. Its

## Newsletter Editor

Jan Stinson, Executive Director

## Contact Us

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territory covers the Metropolitan Chicagoland area, including Lake County, Indiana and Cook, Will, Kane and DuPage Counties in Illinois. Other counties in Illinois are serviced by the Peoria subregional office.

For further information about the NLRB's operations and statutory authority, please visit their website at <http://www.nlr.gov>.

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## HIGHLIGHT: ENVIRONMENTAL PROTECTION AGENCY

The second featured member agency is the Environmental Protection Agency (EPA). EPA's mission is to protect human health and the environment. Chicago is home to EPA Region 5, one of 10 regional offices, which is led by Regional Administrator Thomas V. Skinner.

Region 5 is made up of six Great Lakes states in the Midwest: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. Its 400,000 square miles are home to great cities with economic and industrial might, as well as peaceful, secluded places where the nighttime sky is full of stars. There are important river systems such as the Mississippi and Ohio basins, the national treasure of the Great Lakes and the endangered prairies that are a part of our nation's history. It is this rich diversity that Region 5 is charged with protecting.

Emergency response to significant environmental disasters is an important and high-profile part of EPA's mission. Examples include an oil spill in a river that is ecologically sensitive and economically important, an industrial plant explosion that releases hazardous materials into the environment, and a major truck or train accident involving large amounts of toxic chemicals. When these events occur, EPA has specially trained experts that respond quickly to maintain public health and prevent or minimize harm to the environment.

One of EPA's greatest challenges is cleaning up past mistakes, such as Superfund sites, leaking underground storage tanks and brownfields. These cleanups are on a bigger scale than emergency response cleanups. They may require extensive testing and research on what the pollution is, where it is, and the best - and most economically feasible - way to clean it up. These complex, demanding projects may take years to complete.

Enforcing environmental laws - such as the Clean Air Act and Clean Water Act - is one of EPA's primary missions, one it takes very seriously. For example, Region 5 has several initiatives to reduce air pollution from diesel engines. This is vital, since about 30 percent of the nation's freight moves through the Midwest by truck, train or marine vessel, and vehicle emissions are a significant component of the nation's air pollution problem. Region 5 also has programs to improve water quality, such as working with state and local governments to reduce the effect of sewer overflows in rain storms - a significant cause of Great Lakes beach closures.

Since the terrorist attacks of Sept. 11, 2001, EPA has had an important role in homeland security. For example, to keep drinking water safe from terrorist attack, EPA developed a program to evaluate early warning systems for municipal drinking water systems. The Agency is also involved in research on biological threats such as anthrax and botulism. And EPA is working on technologies that can decontaminate office buildings and indoor surfaces following an intentional release of a chemical or biological agent.

Region 5's offices are in the Metcalfe Federal Building at 77 W. Jackson Blvd. in Chicago's Loop. For more information about EPA Region 5, visit [www.epa.gov/region5](http://www.epa.gov/region5).

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## COMMITTEE HIGHLIGHT: Local Federal Coordinating Committee

The Local Federal Coordinating Committee (LFCC) oversees the Combined Federal Campaign (CFC) in each important phase. The LFCC is chaired by Martin Baumgaertner, the Regional Director and Chief Administrative Judge for the Merit Systems Protection Board. Other LFCC members are David Kuehl (National Archives and Records Administration), Bruce Rodman (Railroad Retirement Board), and Phyllis Stabbe (Office of Personnel Management).

The LFCC selects the Principal Campaign Funding Organization (PCFO) each year; reviews all applications from potential Non-Profit Organizations and eligibility of those applicants for placement into the CFC Donor Guide. For 2005, the PCFO is Community Shares of Illinois (CSI). The CFC Campaign Director is Eriabee Chiles from CSI. The 2005 CFC Chair is James F. Martin, the Regional Commissioner for the Social Security Administration.

The CFC's mission is to promote philanthropy through a program that is employee-focused, cost-efficient, and effective in providing all Federal employees the opportunity to improve the quality of life for all. As the world's largest and most successful annual workplace giving campaign, each year, more than 300 CFC campaigns throughout the country and internationally help to raise millions of dollars. Pledges made by Federal civilian, postal and military donors during the campaign season (September 1st to December 15th) support eligible non-profit organizations that provide health and human service benefits throughout the world.

As one of the country's largest campaigns, the Chicago Area CFC has contributed tens of millions of dollars to address the most pressing needs facing our community, our nation and the world. Last year, the Chicago Area CFC raised \$4.3 million. This year, it has set its sights even higher with a goal of \$5,000,000.

For more information on the 2005 Chicago Area CFC campaign, please visit "Where the Heart Is In Every 1 of US" at <http://www.chicagocfc.org>. The website also includes information regarding contributions for "Hurricane Katrina Relief".

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## Skillpath Seminars

Skillpath is a business training provider, which was established in 1989, offering 82 seminars in the areas of business and professional skills, administrative support training, business writing and advertising, customer service, facilities management, finance and accounting, human resources, management and supervisory, personal development/communication, project and time management, computer skills, and desktop publishing/graphics. At present, they deliver more than 20,000 "how-to" sessions to over 500,000 people in 450 cities. Tuition for seminars offered directly through Skillpath range from \$149 to \$399 per seminar.

In 2004, the FEB entered into a contract with Skillpath to provide training to the Chicago FEB member employees for a significantly reduced cost of \$58 per person per seminar. Since May 2004, the FEB has sponsored 25 Skillpath seminars; each with an average attendance of 56 people. Courses offered to date have been:

- Advanced Management Skills
- Anger Management
- Assertive Communication Skills
- Business Writing and Grammar Skills
- Coaching and Team Building
- Communicating with Diplomacy and Professionalism
- Creativity Camp
- Dealing Effectively with Unacceptable Employee Behavior
- Dealing with Emotions in the Workplace
- Dealing with Negative Attitudes in the Workplace
- Essentials of Excellent Customer Service
- Excelling as a Manager or Supervisor
- How to Become a Better Communicator
- How to Deal with Difficult People
- Stress Solutions
- Terrific Telephone Skills

For information on upcoming seminars, visit the FEB website or contact Rosaura Velez at 312-886-2296.

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## CALENDAR OF EVENTS

*Unless otherwise indicated, all events are in the Kluczynski Federal Building, 230 South Dearborn, Room 3818, Chicago, Illinois.*

October 2005	
3	<b>Executive Committee Members Installation &amp; Recognition Ceremony</b> - Dirksen Federal Building - 219 S. Dearborn, Room 2525

4	<i>Rosh Hashanah</i>
5-6	Community Service Committee's <i>Dress for Success Clothing Drive</i> Room 331 - Metcalfe Federal Building
11	<i>Executive Committee Meeting</i>
10	<b>COLUMBUS DAY – HOLIDAY</b>
18	<i>Diversity Advisory Council Meeting</i> , Metcalfe Building, Room 330
18-20	<i>Fall Executive Forum</i> -Lake Lawn Lodge, Delavan, Wisconsin
19	<i>Childcare Center (CCC) Board of Directors Meeting</i>
20	<i>Procurement Roundtable</i>
30	<i>Daylight Savings Ends</i>

November 2005	
3-4	<i>Executive Committee Retreat</i> - Old Harbor Inn, South Haven, MI
3	<i>Community Service Committee Meeting</i>
8	<i>Election Day</i>
8-9	<i>Health Benefits Fair</i> - Metcalfe 77 W. Jackson – Room 331
11	<b>VETERAN'S DAY – HOLIDAY</b>
15	<i>Diversity Advisory Council Meeting</i>
16	<i>CCC Board of Directors Meeting</i>
17	<i>Procurement Roundtable</i>
24	<b>THANKSGIVING DAY – HOLIDAY</b>

December 2005	
	<i>Monthly Committee Meetings</i> -None will be held in December
26	<b>CHRISTMAS DAY – OBSERVED</b>
26	<i>Chanukkah begins</i>